Administrative Services

Fleet Services Contract Seminole County www.seminolecountyfl.gov/as/fleet/

Mission

To develop and apply the most innovative, efficient and cost-effective methods to ensure safe operation of County vehicles, equipment and generators.

Business Strategy

The Fleet Contract Section administers fleet activities and oversees the operations of the County's fleet contractor, Serco Management. The Fleet Services Division is responsible for specifications, acquisitions, assignments, fuel procurement and distribution, as well as registrations and licenses for fleet units and operations.

Objectives

Continue to evaluate and refine fleet operations and services by using the most cost effective means to ensure users' needs are met.

Track all contract and non-contract costs on a monthly basis, and work with Risk Management in tracking vehicle accident reports and ensuring timely repair of units.

Develop programs for the fleet contractor to enhance and generate fleet data and reports for Fleet Maintenance and other affected departments, which will serve as a means to analyze fleet trends and performance, and make this data available to all County departments via the Intranet.

Track fuel usage in conjunction with repair history to optimize unit replacement and refine the 10 year Capital Replacement Plan.

Revise fleet policies and standard operating procedures to establish accountability and serve as a reference for fleet guidelines and direction.

Maintain emergency generator functionality and provide support to overall County operations in emergency situations.

Maintain units for cities within Seminole County and assist them with their vehicle utilization needs.

TOTAL FUNDING SOURCE(S) 5,119,390 6,293,232 6,513,766 6,778,418 264,652 Full Time Positions 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Department:	ADMINISTRATIVE SERVICES			Seminole County		
Part	Division:	FLEET CONT	ΓRACT				
Development Review Fund	Section:					FY 2004/05	
Personal Services		Actual	Adopted	Tentative Approved	Adopted	between Tentative Approved &	
Personal Services	EXPENDITURES:						
Operating Services		137 093	169.957	182.670	178.122	-4.548	
Capital Outlay 92,602 120,506 120,506 120,506 Debt Service		l ' l		1			
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Part Time Positions	TOTAL FUNDING SOURCE(S)	5,119,390	6,293,232	6,513,766	6,778,418	264,652	
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